

## Retirement Agency seminars now open to members earlier in career; Dozens of events slated across state

**N**ew entrance requirements will enable members with just five years of service to attend one of the State Retirement Agency's free informational seminars this fall.

Under the new guidelines, State employees with between five and 20 years of service may apply to attend one of the Agency's **Life Planning Seminars**, which provide valuable information on how to prepare for a comfortable retirement. These information-packed programs are conducted by a dynamic group of speakers who discuss State pension benefits, Maryland Supplemental Retirement Plan benefits, family and estate planning, and successful investing.

State employees who are closer to retirement may choose to attend a **Pre-Retirement Seminar** for a detailed overview of the retirement process. Specially trained speakers at

## PLAN *For the Future*

these events lead discussions on State pension benefits, health benefits, Maryland Supplemental Retirement Plan benefits, legal issues, Social Security, and other aspects of retirement. Entrance requirements for the Agency's **Pre-Retirement Seminars** remain unchanged. Applicants must be within eight years of being eligible to retire.

A **Life Planning** registration form is printed on page 2, and the **Pre-Retirement** registration is printed on pages 3 and 4. Clearly mark your selected date, complete the entire form and then mail or fax it to the address listed on the form. Please do not send the registration form to the State Retirement Agency. Registration forms for either seminar also are available from your Retirement Coordinator.

Your spouse is encouraged to attend these seminars with

you. Signed interpreters are provided on request for the hearing impaired.

For more information about these seminars, please contact the Retirement Agency at 410-625-5555 or toll free at 1-800-492-5909. *m*

### Am I eligible to attend?

If you are a State employee and answer yes to one of the following questions, you may be eligible to attend the seminar indicated.

- Do you have five to 20 years of service? (Life Planning Seminar)
- Are you within eight years of being eligible to retire? (Pre-Retirement Seminar)

Complete the appropriate form included in this newsletter and send it to the address printed on the form.

### *IN THIS ISSUE...*

➔ **Registration forms for Life Planning and Pre-Retirement Seminars**

# STATE RETIREMENT AGENCY OF MARYLAND LIFE PLANNING SEMINARS

## FALL 2002 REGISTRATION FORM

**State employees who have between five to 20 years** of eligibility credit *and their spouses* are eligible to attend the following one-day seminar that begins at 8:30 a.m. and ends at 4 p.m. The seminar is designed to target members who are in mid-career in order to prepare them early on for retirement.

Instructions: Please place a "1" (first choice), "2" (second choice), and "3" (third choice) next to the seminar you wish to attend. Seats will fill up fast, so please indicate all choices. Return the form at least three weeks prior to the scheduled class. **REGISTRATION IS NOT TRANSFERABLE. You will receive a letter confirming the seminar to which you are assigned within two weeks of the scheduled date.** The confirmation letter that you receive is your "entry ticket" to the seminar, so please bring it with you. If you are found ineligible to attend the seminar, or have been placed on a waiting list, you will be notified. **It is not necessary to complete this form if you previously received notification of placement on a waiting list. You will be notified of the next available seminar.**

<input type="checkbox"/> August 23, 2002 (Fri) Western MD Hospital Center Hagerstown, MD <i>- Correctional Officers Preferred -</i>	<input type="checkbox"/> August 30, 2002 (Fri) State Office Building Baltimore, MD	<input type="checkbox"/> September 5, 2002 (Thu) Eastern Shore Hospital Center Cambridge, MD	<input type="checkbox"/> September 10, 2002 (Tue) Western MD Hospital Center Hagerstown, MD
<input type="checkbox"/> September 13, 2002 (Fri) Towson University Towson, MD	<input type="checkbox"/> September 16, 2002 (Mon) Maryland School for the Deaf Columbia, MD	<input type="checkbox"/> September 18, 2002 (Wed) State Office Building Baltimore, MD	<input type="checkbox"/> September 20, 2002 (Fri) Department of Agriculture Annapolis, MD
<input type="checkbox"/> September 24, 2002 (Tue) Morgan State University Baltimore, MD	<input type="checkbox"/> September 27, 2002 (Fri) Frostburg State University Frostburg, MD	<input type="checkbox"/> October 1, 2002 (Tue) Salisbury University Salisbury, MD	<input type="checkbox"/> October 4, 2002 (Fri) Allegany College of Maryland Cumberland, MD
<input type="checkbox"/> October 7, 2002 (Mon) Dept. of Agriculture Annapolis, MD	<input type="checkbox"/> October 9, 2002 (Wed) Dept. of Natural Resources Annapolis, MD <i>- LEOPS Preferred -</i>	<input type="checkbox"/> October 10, 2002 (Thu) Eastern Shore Hospital Center Cambridge, MD	<input type="checkbox"/> October 16, 2002 (Wed) Western MD Hospital Center Hagerstown, MD
<input type="checkbox"/> October 22, 2002 (Tue) State Office Building Baltimore, MD	<input type="checkbox"/> October 25, 2002 (Fri) Maryland School for the Deaf Frederick, MD	<input type="checkbox"/> October 30, 2002 (Wed) Morgan State University Baltimore, MD	<input type="checkbox"/> November 1, 2002 (Fri) Towson University Towson, MD
<input type="checkbox"/> November 8, 2002 (Fri) Dept. of Agriculture Annapolis, MD	<input type="checkbox"/> November 14, 2002 (Thu) State Office Building Baltimore, MD	<input type="checkbox"/> November 19, 2002 (Tue) Western MD Hospital Center Hagerstown, MD	<input type="checkbox"/> November 22, 2002 (Fri) WOR WIC Community College Salisbury, MD
<input type="checkbox"/> December 2, 2002 (Mon) Eastern Shore Hospital Center Cambridge, MD	<input type="checkbox"/> December 4, 2002 (Wed) Maryland School for the Deaf Frederick, MD	<input type="checkbox"/> December 6, 2002 (Fri) Towson University Towson, MD	<input type="checkbox"/> December 12, 2002 (Thu) Dept. of Social Services LaPlata, MD
<input type="checkbox"/> December 18, 2002 (Wed) State Office Building Baltimore, MD			

### Please print clearly

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
STREET ADDRESS:				
CITY:		STATE:	ZIP CODE:	
AGENCY EMPLOYED BY:			LOCATION:	
WORK PHONE: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		SOCIAL SECURITY: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>(Application will not be processed without Social Security #)</b>		
Will your spouse attend? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please indicate any special assistance required for a disability		

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed form to:

**LIFE PLANNING SEMINARS**

**The Moone Group, Inc.**

**8181 Professional Place, #215**

**Landover, MD 20785**

**Phone: (301) 731-0008 (Shirley Thomas) / Or fax to: (301) 731-0009**

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY  
**STATE OF MARYLAND PRE-RETIREMENT PLANNING SEMINARS - FALL 2002**

State employees within eight years of retirement and their spouses are eligible to attend the following one-day seminars which begin at 8:30 a.m. and end at 4 p.m. A letter of confirmation will be sent to approved participants no later than seven business days prior to their scheduled session date.

**Please place "1" (first choice) and "2" (second choice) next to the seminar you wish to attend.**

KJ__ July 30 (Tuesday) 300 W. Preston Street Baltimore, MD	KT__ September 23 (Monday) Salisbury University Salisbury, MD	LG__ October 30 (Wednesday) Department of Agriculture Annapolis, MD
KK__ August 7 (Wednesday) CCBC – Essex Campus Baltimore, MD	KU__ September 24 (Tuesday) Frostburg University Frostburg, MD	LH__ November 1 (Friday) Towson University Towson, MD
KL__ August 9 (Friday) Towson University Towson, MD	KV__ September 25 (Wednesday) 300 W. Preston Street Baltimore, MD	LJ__ November 6 (Wednesday) Harford Community College Bel Air, MD
KM__ August 19 (Monday) Eastern Shore Hospital Center Cambridge, MD	KW__ September 27 (Friday) Eastern Shore Hospital Center Cambridge, MD	LI__ November 12 (Tuesday) Eastern Shore Hospital Center Cambridge, MD
KN__ August 20 (Tuesday) Frederick Community College Frederick, MD	KX__ September 30 (Monday) Department of Natural Resources Annapolis, MD <b>(LEOPS only)</b>	LK__ November 18 (Monday) 300 W. Preston Street Baltimore, MD
KO__ August 21 (Wednesday) 300 W. Preston Street Baltimore, MD	KY__ October 9 (Wednesday) Frederick Community College Frederick, MD	LL__ November 21 (Thursday) CCBC – Essex Campus Baltimore, MD
LT__ August 22 (Thursday) Western MD Hospital Center Hagerstown, MD	KZ__ October 11 (Friday) Towson University Towson, MD	LM__ November 22 (Friday) Salisbury University Salisbury, MD
KP__ August 29 (Thursday) Allegany College Cumberland, MD	LA__ October 17 (Thursday) CCBC – Catonsville Campus Catonsville, MD	LN__ December 4 (Wednesday) CCBC – Catonsville Campus Catonsville, MD
LR__ August 30 (Friday) Towson University Towson, MD	LB__ October 21 (Monday) Salisbury University Salisbury, MD	LO__ December 5 (Thursday) Department of Agriculture Annapolis, MD
KQ__ September 5 (Thursday) Carroll Community College Westminster, MD	LC__ October 22 (Tuesday) College of Southern Maryland La Plata, MD	LP__ December 9 (Monday) 300 W. Preston Street Baltimore, MD
KR__ September 13 (Friday) Towson University Towson, MD	LE__ October 25 (Friday) 300 W. Preston Street Baltimore, MD	LS__ December 10 (Tuesday) Prince George's Community College, Prince George's, MD
KS__ September 16 (Monday) Dept. of Agriculture Annapolis, MD	LV__ October 28 (Monday) Western MD Hospital Center Hagerstown, MD	LQ__ December 20 (Friday) Towson University Towson, MD
LU__ September 19 (Thursday) Western MD Hospital Center Hagerstown, MD <b>(Correctional Officers Only)</b>	LF__ October 29 (Tuesday) Cecil Community College North East, MD	

**SEE PAGE 4 FOR REGISTRATION INFORMATION**



# STATE OF MARYLAND PRE-RETIREMENT PLANNING REGISTRATION FORM - FALL 2002

## Please print all information

NAME

\_\_\_\_\_  
Last First Middle Initial

ADDRESS \_\_\_\_\_  
Number and Street City State Zip Code

EMPLOYED \_\_\_\_\_  
County/City Agency Location

WORK PHONE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
(Required for Eligibility)

FAX NUMBER \_\_\_\_\_

WHEN ELIGIBLE TO RETIRE? 1 yr\_\_\_\_ 2 yr\_\_\_\_ 3 yr\_\_\_\_ 4 yr\_\_\_\_ 5 yr\_\_\_\_ 6 yr\_\_\_\_ 7 yr\_\_\_\_ 8 yr\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ Mo. Day Yr. \_\_\_\_Male \_\_\_\_Female

Have you attended a Pre-Retirement Seminar within the last two years? Yes\_\_\_\_ No\_\_\_\_

Please indicate any special assistance required for a handicapped condition. \_\_\_\_\_

Spouse will attend? Yes\_\_\_\_ No\_\_\_\_ (If Yes, please complete the following information.)

Spouse Information				
_____ Last name	_____ First	_____ Middle Initial	_____ Social Security No.	_____ Birthdate

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I authorize CCBC to release this information to the State of Maryland.)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PLEASE MAIL COMPLETED FORM TO:

**Community College of Baltimore County  
Continuing Education Division, B106  
Pre-Retirement Planning Registration  
7201 Rossville Boulevard  
Baltimore, MD 21237**

**For information call: 410-780-6632**

**For Office Use Only  
Course # MAN 969\_\_\_\_\_**

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Address inquiries to the Agency office at this address, or telephone 410-625-5555 or 1-800-492-5909.

[www.sra.state.md.us](http://www.sra.state.md.us)

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